

Using Wizards and Templates

Summary

Many people use *Microsoft Word* to create their own files. However, *Microsoft Word* also includes Templates and Wizards that can assist you in creating specific kinds of files. Templates are examples of certain common file types. Wizards walk you through the process step-by-step to create such files.

The following lessons teach students how to use Wizards and Templates appropriately at different grade spans. The directions below give you a general guideline for how to use both Wizards and Templates. This function differs by operating system and by software version. If these steps do not work for your version of *Microsoft Word*, then consult the Help menu for further information about using Wizards and Templates.

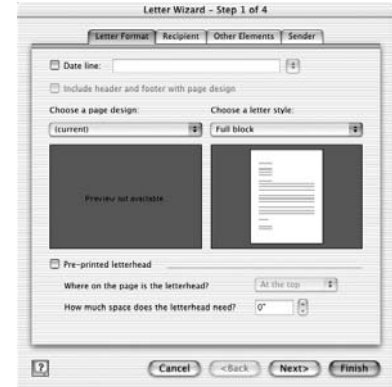
Step-by-Step Directions

Using Wizards and Templates on a PC

1. Click **File** on the Menu bar.
2. Click **New**.
3. A New Document dialog box appears. Here you will choose the kind of document you want to create. Choose to create a new template.
4. Choose a **Category** tab.
5. Double click on the Wizard you want.
6. Follow the directions given by the Wizard.

Using Wizards and Templates on a Macintosh

1. Click **File** on the Menu bar.
2. Click **Project Gallery**.
3. A Project Gallery dialog box appears. Here you will choose the kind of document you want to create.
4. Choose a category from the menu on the left.
5. Double click on the Wizard you want.
6. Follow the directions given by the Wizard.



Quick Tip

Not all templates make use of Wizards. A selected Template may not have the question and answer feature provided by a Wizard.